



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
PRISON/WORK RELEASE/FIELD
OFFENDER/SPANISH MANUALS

REVISION DATE
7/24/15

PAGE NUMBER
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NUMBER
DOC 350.255

POLICY

TITLE
REGISTRATION NOTIFICATION

REVIEW/REVISION HISTORY:

- Effective: 7/27/90
- Revised: 1/15/92
- Revised: 4/4/95
- Revised: 12/22/95
- Revised: 10/30/96
- Revised: 3/15/98
- Revised: 7/8/99
- Revised: 12/14/06
- Revised: 1/29/08
- Revised: 10/15/08
- Revised: 6/10/10
- Revised: 6/7/12
- Revised: 8/18/14
- Revised: 7/24/15

SUMMARY OF REVISION/REVIEW:

I.A.29. - Added that registration is required for offenders with a tribal kidnapping or sex offense conviction which would require registration in the state of conviction
Section II. - Updated throughout to add registration requirements for applicable offenders upon transfer to Work Release
Added Section IV. on notification of registration requirements for Work Release offenders, including new form


APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

7/23/15

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; [RCW 4.24.550](#); [RCW 9.94A](#); [RCW 9A.28](#); [RCW 9A.44](#); [RCW 9.68A](#); [RCW 72.09.270](#); [DOC 310.100 Intake](#); [DOC 350.750 Warrants and Detainers](#); [DOC 420.390 Arrest and Search](#); [DOC 460.130 Violations, Hearings, and Appeals](#)

POLICY:

- I. The Department will provide written notification of registration requirements to all offenders convicted of an offense that requires registration per RCW 9A.44.130. The Department will register all offenders meeting registration requirements before the offender's transfer to Work Release or release from any Department facility.

DIRECTIVE:

- I. Offenses Requiring Registration
 - A. Offenders with the following offenses must register:
 1. Child Molestation 1, 2, or 3,
 2. Commercial Sexual Abuse of a Minor,
 3. Communication with Minor for Immoral Purposes,
 4. Criminal Trespass against Children,
 5. Custodial Sexual Misconduct 1,
 6. Dealing in Depictions of Minor Engaged in Sexually Explicit Conduct 1 or 2,
 7. Failure to Register as a Sex Offender or Kidnapping Offender, except for first conviction,
 8. Incest 1 or 2,
 9. Indecent Liberties, though convictions before 1988 may require review by End of Sentence records employees,
 10. Kidnapping 1 or 2, if the victim is a minor and the offender is not the minor's parent,
 11. Possession of Depictions of Minor Engaged in Sexually Explicit Conduct 1 or 2,
 12. Promoting Commercial Sexual Abuse of a Minor,



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13. Promoting Prostitution 1 or 2, except for first conviction,
14. Promoting Travel for Commercial Sexual Abuse of a Minor,
15. Rape 1, 2, or 3,
16. Rape of a Child 1, 2, or 3,
17. Sending, Bringing into State Depictions of Minor Engaged in Sexually Explicit Conduct 1 or 2,
18. Sexual Exploitation of a Minor,
19. Sexual Misconduct with a Minor 1 or 2,
20. Sexually Violating Human Remains,
21. Trafficking 1, if the offender caused the victim to engage in a sexually explicit act or a commercial sex act,
22. Unlawful Imprisonment, if the victim is a minor and the offender is not the minor's parent,
23. Viewing Depictions of a Minor Engaged in Sexually Explicit Conduct 1 or 2,
24. Voyeurism,
25. Any felony conviction for a criminal attempt, criminal solicitation, or criminal conspiracy to commit a Class A or Class B felony sex offense,
26. Any gross misdemeanor conviction for a criminal attempt, criminal solicitation, or criminal conspiracy to commit a Class C felony sex offense,
27. Any felony conviction with a finding of sexual motivation,
28. Any conviction for a felony offense in effect at any time before July 1, 1976, that is comparable to a felony sex offense listed above,
29. Any federal, out-of-state, or tribal kidnapping or sex offense conviction which would require registration in the state of conviction, and
30. Any federal, military, foreign, or out-of-state conviction for an offense that meets the definition of an offense which requires registration in Washington State.

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- II. Registration of Offenders Transferring to Work Release or Releasing from any Department Facility - Non-Violator
 - A. At the time of the transfer/release, employees will register and provide written notification of the registration requirements to all offenders convicted of an offense requiring registration. Within 3 business days of transfer/release, the offender will register with the Sheriff's office in the county of transfer/release.
 1. To prepare for transfer/release, the Correctional Records Supervisor/designee will confirm the offender's registration requirements by reviewing the Register Offender screen in the offender's electronic file. The registration flag should be set to "Y" for Yes.
 - a. If the flag is not set, requirements may be confirmed using the registration determination tool on the Statewide Records SharePoint site or by contacting the End of Sentence Correctional Records Supervisor/designee.
 - B. The Correctional Records Supervisor/designee or Work Release Community Corrections Officer (CCO) will enter a complete physical transfer/release address on the Register Offender screen not less than 5 days and not more than 30 days before the offender's transfer/release to satisfy the offender's registration requirement.
 1. For transfers to Work Release, the physical transfer address is the physical address of the Work Release.
 2. For releases, the physical release address is the actual location where the offender intends to physically reside upon release. A "mailing/contact only address" or post office box is not an acceptable release address.
 - a. The location must not place the offender in violation of conditions, and the offender must have permission to reside at the location from the legal occupant of the property.
 - b. The physical release address will be established as follows:
 - 1) An offender who has community custody or community placement requirements will release to his/her release address in the county of origin, or to the Sheriff's office in the county of origin if releasing without an address.

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- a) An offender with an approved exception per RCW 72.09.270 may release to a physical release address outside his/her county of origin.
- 2) An offender who does not have community custody or community placement requirements following release will be directed to report to the Sheriff's office in the county in which they state they will reside, whether reporting a physical release address or homeless.
- 3) An offender being released to Immigration and Customs Enforcement (ICE), out-of-state detainer, or in-state detainer will release to the address of the detaining agency.
- 4) An offender who has been accepted for supervision by another state or is being released without supervision to reside out-of-state will release to the address in the other state.
- c. The assigned Counselor/CCO will verify the physical release address and will document the verification in the offender's electronic file.
- d. If the offender refuses to provide a physical release address or cooperate in the registration process, an employee will register him/her to the county of origin.
- C. The employee will notify the offender that failing to register to a physical release address or cooperate with the registration process:
 1. Before transfer will result in denial of Work Release placement.
 2. Before release may constitute a new charge of Failure to Register as Sex Offender.
- D. The employee will complete and print the Register Offender screen form, witness the offender's signature and provide the offender a copy, and enter the registration date on the Register Offender screen.
- E. The employee will review DOC 07-023 Registration Notification with the offender and obtain his/her signature.
 1. If the offender refuses to sign, the employee will note "offender refuses to sign", and have a witness verify the offender was notified of his/her registration requirement.

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- a. For Work Release transfers, the transfer will be cancelled if the offender refuses to sign.
- b. For releases, the facility Correctional Records Supervisor will notify law enforcement of the offender's refusal to register as a sex offender using DOC 07-032 Letter to Law Enforcement for Failure to Register at Time of Release.
- c. Failure to sign does not constitute failure to register.

F. The employee will instruct the offender to report in person to the Sheriff's office in the county in which s/he is registered within 3 business days of transfer/release.


G. The employee will attach a current photo and a certified copy of the offender's current commitment fingerprint card to the original signed Register Offender screen form and send the completed packet to the Sheriff's office in the offender's county of registration or in-state detention no later than 3 business days following the offender's release. For offenders who will be released to ICE, reside out-of-state, or be detained out-of-state, the packet will be sent to the Washington State Patrol.

H. If the transfer/release address or date changes after the registration process is completed, but before the offender's transfer/release, the facility employee will provide the updated address and transfer/release date to the End of Sentence Review Program at doceosr@doc.wa.gov and relevant law enforcement agencies as soon as possible.

1. If the address or receiving facility changes, but remains in the same county, the employee will reinitiate the Register Offender screen form with the new address and forward to law enforcement.
2. If the new address or receiving facility changes to another county, the employee will reinitiate the Register Offender screen form with the new address and forward to law enforcement in the original county of transfer/release. The employee will also complete a new registration packet and forward it to law enforcement in the county of the new address.

III. Registration of Community Custody Violators

A. If an offender releasing from a Department facility is required to register, a records employee will:


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1. Complete and print the Register Offender screen, witness the offender's signature and provide the offender a copy, and enter the registration date on Register Offender screen.
 - a. If the offender refuses to sign, the records employee will note "offender refuses to sign", and have a witness verify the offender was notified of his/her registration requirement. Failure to sign does not constitute a failure to register.
2. Notify the End of Sentence Review Program at doceosr@doc.wa.gov. The subject line will indicate "Registerable Violator Release" and include the offender's name, DOC number, release date, and release address, if known.


- B. If an offender releasing from a Department contracted jail bed space is required to register, and the jail sanction is more than 30 days, the records employee will notify the End of Sentence Review Program at doceosr@doc.wa.gov. The subject line will indicate "Registerable Violator Release" and include the offender's name, DOC number, release date, and release address, if known.
- C. If an offender's release date or release address changes, the records employee will promptly notify the End of Sentence Review Program at doceosr@doc.wa.gov.

IV. Notification of Registration Requirements for Work Release Offenders

- A. Upon arrival at Work Release, the CCO/designee will notify and provide written notification to all offenders required to register. Within 3 business days of arrival, the offender will register with the Sheriff's office in the county where the Work Release is located.
 1. The CCO will review DOC 07-023 Registration Notification with the offender and obtain his/her signature.
 - a. If the offender refuses to sign, the CCO will note "offender refuses to sign" and have a witness verify the offender was notified of his/her registration requirement. Refusal to sign the form will result in return to Prison.
 - b. Failure to sign the form does not constitute failure to register.
- B. Within one week of arrival, the CCO/designee will verify the offender registered and confirm law enforcement assigned the community notification level, if applicable. The CCO/designee will:

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1. Update the County Sex Offender Level in the offender's electronic file to reflect the community notification level set by law enforcement. If the notification level set by law enforcement makes the offender ineligible to remain at the assigned Work Release, s/he will be transferred to another Work Release or returned to Prison.
 2. Make an attempt to bring the offender into compliance if the offender has not registered.
- C. If the offender escapes from Work Release, the CCO/designee will notify the Sheriff's office.
1. Escape from Work Release may be grounds for new Failure to Register charges.
- D. The Work Release CCO/designee will notify the Sheriff's office, as well as the Law Enforcement Notification/Civil Commitment by email at doceosr@doc.wa.gov, if the offender is:
1. Transferred to another Work Release, or
 2. Returned to Prison, in which case the Sheriff's office notification will be made 3 business days using DOC 07-036 Letter to Law Enforcement for Offender Return to Prison.
- E. At the time of release from Work Release to the community, employees will follow registration procedures as outlined in this policy for offenders releasing from a Department facility.
- V. Notification of Registration Requirements for Offenders Supervised in the Community
- A. The CCO will notify and provide written notification to all offenders required to register with supervision requirements. The notification will occur at the time of intake or at the time the Department accepts supervision and has legal authority under the terms and conditions of the Interstate Compact agreement.
1. The CCO will review DOC 07-023 Registration Notification with the offender and obtain his/her signature.
 - a. If the offender refuses to sign, the CCO will note "offender refuses to sign", and have a witness verify the offender was notified of his/her registration requirement.
 - b. Failure to sign the form does not constitute failure to register.

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- B. Within one week of intake completion per DOC 310.100 Intake, the CCO will verify the offender registered and confirm law enforcement assigned the community notification level, if applicable. The CCO will:
 - 1. Update the County Sex Offender Level in the offender's electronic file to reflect the community notification level set by law enforcement.
 - 2. Make an attempt to bring the offender into compliance if the offender has not registered.
- C. The CCO will follow DOC 420.390 Arrest and Search, DOC 350.750 Warrants and Detainers, and DOC 460.130 Violations, Hearings, and Appeals to address a violation of failure to register.
- D. If the offender moves to a new address or becomes homeless, the CCO will confirm with the Sheriff's office that the offender updated his/her registration.
- E. If the offender absconds from supervision, the CCO will notify the Sheriff's office.

DEFINITIONS:

The following words/terms are important to this policy and defined in the glossary section of the Policy Manual: Child. Other words/terms appearing in this policy may also be defined in the glossary.

ATTACHMENTS:

None

DOC FORMS:

[DOC 07-023 Registration Notification](#)

[DOC 07-032 Letter to Law Enforcement for Failure to Register at Time of Release](#)

[DOC 07-036 Letter to Law Enforcement for Offender Return to Prison](#)